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DCI Area

OLC-78-4015/2

13 November 1978

MEMORANDUM FOR : Personnel Officer
DCI Area

FROM : S. D. Breckinridge

SUBJECT : Personal Resume and Summary of Agency
Employment

Hugh,

Thank you for your recent offer to help me prepare an SAE. As I have not retired before, much less from the Agency, with its procedural requirements, I am not at all sure just what an SAE should and should not contain.

Attached is a first draft SAE, as well as a draft Resume. Never having done either before, I am sure that each leaves something to be desired. I assume that the experts in the Office of Personnel will have suggestions about each paper.

I don't think there are any other such possible questions. It would be appreciated if you would give me your views on the attached or, if they meet your tests, forward them to the Office of Personnel for appropriate review.

S. D. Breckinridge

Attachments

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